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TO: Deputy Director (Support)

SUBJECT: TSS Request for a Linotype Machine

1. This Staff Study contains a recommendation submitted for DC/S approval. Such recommendation is contained in paragraph 7.

2. PURPOSE:

To provide TSS with a Linotype machine Model #30 and matrices for various languages as may be required in order to facilitate the work of the Staff.

3. ASSUMPTIONS:

TSS will not use the Linotype facility for PI printing which is recognized by the DD/P as a responsibility of the Printing Services Division.

4. FACTS BEARING ON THE PROBLEM:

- a. TSS is presently hand-setting type and cutting plates by hand. Both of these processes are wasteful of time and manpower.
- b. No operational security problem is encountered by TSS using a Linotype since this machine is now sold widely throughout the world.
- c. TSS could use the Model #29 Linotype which is used by CSC. However, the Model #30 is preferred because of its greater potential in the Indo-Iranian, Balto-Slavic and Ural-Altaic language families.
- d. TSS estimates a minimum requirement of 4 hours per day use of a Linotype.
- e. TSS will release two ceiling positions if their request is granted.

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- f. The Linotype was programmed and budgeted for this year by TES.
- g. PSD has 4 Model #29 Linotype machines in the Administration Building and two at the ██████████ Plant. PSD also has matrices in 51 languages. 25X1A
- h. PSD has been averaging 2000 hours overtime per month.
- i. PSD would be able to isolate a machine for test work.

5. DISCUSSION:

- a. Although TES recognized its need for a Linotype machine some fifteen months ago, its first formal requisition was submitted in June of 1957 (see attachment 1). PSD took exception to the requisition in a memorandum of 11 July 1957 (see attachment 2). Inasmuch as TES had bringed its justification in June on a ████████ Staff requirement, PSD called a meeting of TES, PSD and ████████ Staff to resolve the difference. This meeting is summarized briefly in the memorandum to the Chief of Support, TES, from SDM-PS/5, 10 September. (See attachment 3). The crux of the problem up to this point was that TES had been basing its need for a Linotype on ████████ printing requirements rather than its need for a Linotype to facilitate its document reproduction and imitative printing. Therefore, by a memorandum of justification dated 12 September, TES resubmitted the requisition for a Linotype but again the Office of Logistics did not concur. SDM-PS/5 presented the conflicting positions to Mr. ████████ who stated that he would be willing to discuss the matter further with TES and the Office of Logistics if TES had added justification which had not been brought forward to date. Consequently on 9 October a meeting chaired by myself and attended by ████████ SDM-PS/5, ████████ of ████████ of ████████

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In the 9 October meeting the Office of Logistics stated that while it was in a position to provide the support

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required by TSC, it could only do so by increasing its already burdensome overtime or augmenting its staff. It was also developed that while a Linotype could be isolated to provide a secure space for TSC to conduct its [redacted] work, this would entail adjustments in R&D scheduling with consequent disruption to the work flow in TSC.

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5. It was noted that the total cost of the machine and matrices would be approximately \$31,000 and that the savings in manpower would offset this amount in approximately 18 months.
6. DD/PS/OPR: 25X1C

It is concluded that TSC has a need for a Linotype machine which supersedes, in the interest of economy and efficiency, the desirability of adhering to the principle of centralized printing facilities. If the expenditure of \$31,000 will improve the work of TSC, both in quality and timeliness, and at the same time enable TSC to reduce its personnel strength by two, it can only be concluded that the proposal is sound. Also extra time on the TSC machine would be made available to roll in order for them to take some reduction in their overtime.

7. ACTION RECOMMENDED:

It is recommended that you approve the purchase of a \$30 Linotype machine for this particular purpose for the Office of TSC and that you use your good offices and the Office of Logistics to request the concurrence of the Joint Committee on Printing.

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[redacted]
For: Chief of Operations, DCI
[redacted]

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The recommendation contained in this memo
is approved by [redacted].

151 [redacted]
Realty Director - Support

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Date

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